

		Classification		
PREPARE IN DUPLICATE		REPORTS INVENTORY		CONTROL NO SD 100.23
Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120006-8				
1. TITLE OF REPORT (if a fill-in report include Form No.) Supply Division Weekly Report		2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING		
3. FUNCTIONAL AREA <input checked="" type="checkbox"/> PERSONNEL <input checked="" type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL		TRAINING SECURITY FINANCE		ADMIN. GENERAL OTHER (specify)
4. NO. OF COPIES PREPARED 1		5. FREQUENCY (weekly, monthly, quarterly, etc.) Weekly		6. DISTRIBUTION (No. of components not number of copies) 1
7. FORMAT (memorandum, form computer print-out, etc) Memorandum		8. ADP PROCESSING <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT Chief, Supply Division
10. PREPARING COMPONENT (include lowest level contributing information to report) OL/SD/SMB/GMMS		11. FEEDER REPORTS (state total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		
12. COST FACTORS				
A. MANUAL PREPARATION AND REVIEW COSTS				
GRADE	HOURLY RATE	X	HOURS PER REPORT	= COST PER REPORT X TIMES PREPARED = COST PER YEAR
GS-13	8.06	X	1	8.06 24 193.44
B. COSTS OF COMPUTER PRODUCED REPORTS				
TOTAL COSTS PER YEAR				
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.				
Required in order to provide information and a record of significant weekly activities.				
14. FUTURE GOALS				
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE		<input type="checkbox"/> OTHER (explain)		ESTIMATED SAVINGS MAN-HOURS DOLLARS
16. DATE OF INVENTORY 5 Oct 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION AC/OL/SD/SMB/GMMS		18. EXTENSION STAT
FORM 9-70 9-70		Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120006-8		(22-36-43)